**Sample Student Schedule Template**

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| **Items** | **Class 1:**  **Online Rocket Science (3cr)** | **Class 2:** | **Class 3:** | **Class 4:** |
| Does the class use Blackboard or Brightspace? | Blackboard |  |  |  |
| Other online tools  e.g. WebEx, Office 365, etc. | WebEx for virtual office hours; post link here |  |  |  |
| Method of Communication with Prof., TA, classmates for help and questions | Email with professor.  TA run discussion board. |  |  |  |
| Does my class have virtual office hours? If so when? | Yes. Monday from 8 -10 am |  |  |  |
| Is my instructor expecting me to engage in the course at particular times or at a particular frequency (e.g. daily, MWF, once a week etc.) | Discussion board topics posted Fridays. Students respond by Monday. |  |  |  |
| Types of Assignments/Assessments | Weekly quizzes  Weekly writing assignment  Final project |  |  |  |
| Primary method(s) of engaging with course content (e.g., Readings. Videos). | Videos |  |  |  |
| Key Deadlines | Watch all videos by April 17  Final Project due May 1 |  |  |  |
| Estimated hours per week to schedule. | 12 hours per week |  |  |  |